



**Albuquerque Urban Enhancement Program  
Cultural Services Department**

**URBAN ENHANCEMENT TRUST FUND COMMITTEE MEETING MINUTES**

**January 17, 2020, Noon - 1:30 p.m.**

DMD Conference RM, Rm 7096 Conference Room

Albuquerque, NM 87103

**Members Present**

Ashley Richards, Dist. 1  
Meaghan Cavanaugh, Dist. 5 (via telephone)  
Stanley Allen, Dist. 6  
Jo Martin, Dist. 7  
Carole Sullivan, Dist. 8  
Andrew Lipman, Dist. 9  
Gabrielle Marie Uballez, Member-at-large  
Nancy Zastudil, Member-at-large  
  
Vacant, Dist. 4

**Staff Present**

Sherri Brueggemann, Division Manager  
Matt Carter, Project Coordinator/outgoing UETF  
Program Manager  
Isabelle Zamora, incoming UETF Program  
Manager  
Karen Mazur, Project Coordinator

**Members Absent**

Julia Youngs, Dist. 2  
Waylon Chavez, Dist. 3

**I. Meeting Called to Order:** M. Cavanaugh was patched in via telephone at 12pm.

S. Brueggemann suggested that members review the minutes from the last meeting before meeting called to order. Meeting called to order at 12:05 pm.

**II. Approval of the Agenda:** Having no Committee Chairperson, S. Brueggemann reviewed the meeting agenda and without any changes, the Committee proceeded with the agenda as presented.

**III. Introduction & Welcome of New Staff Member, Isabelle Zamora:** S. Brueggemann gave an update on the Public Art Urban Enhancement Division staff and introduced Isabelle (who will be managing UETF) and Karen Mazur (who will be providing admin support at all levels for the Division). The board and staff all introduced themselves.

Before moving on with the meeting, S. Brueggemann announced that there will be more money available for UETF funds, and reminded the board of the important role that UETF plays in providing seed money for organizations that are seeking larger grants elsewhere. She also reminded the board that their job is to recommend to the city government which organizations should receive the funding. She also stressed that it is important to elect leadership so that the committee can work more autonomously, with less direction from staff.

**IV. Election of Chair and Vice-Chair:** S. Brueggemann reminded the committee that her role for this item was to simply record the election vote. Board discussed whether they should spend some time in

retreat getting to know one another before engaging in elections. A. Lipman moved to schedule retreat for as soon as possible; J. Martín seconded. After some discussion, the group decided on a strategic working session and meeting on February 15 from 10-1 pm at an Albuquerque Convention Center meeting room. G. M. Uballez suggested scheduling at least 30 minutes to discuss the Equity and Inclusion statement, and volunteered to head up a retreat agenda committee in preparation for the retreat/working session. Uballez, A. Lipman and J. Martín volunteered to be on that committee. C. Sullivan moved to approve the meeting date and committee, A. Lipman seconded. All were in agreement.

**V. Approval of June 21, 2019 Meeting Minutes:** C. Sullivan moved to approve the minutes; J. Martin seconded and the minutes were approved.

**VI. Public Comment:** no public comment

**VII. Update/Discussion/Reviews/Approval**

**A. Open Meetings Act Resolution:** A. Lipman moved to approve, J. Martín seconded. Open Meetings Act Resolution was adopted with no dissent.

**B. Plan for Strategic Retreat/Working Session:** S. Brueggemann asked if there were any more discussion points that need to be worked into the agenda. G. Uballez asked for an update on the contract process and how, or if, the current cycle of contracts will include a requirement for awardees to collect and submit demographic data for analyzing impact based on the Diversity, Equity and Inclusion statement. Other topic discussions included: some kind of report on the overall ecology of the arts in the city, to help with determining how and if the needs of underserved communities are being met; clarifications on the potential role of Committee members beyond reviewing and recommending applications; and developing a list of other topics of interest that could be discussed at the monthly meetings.

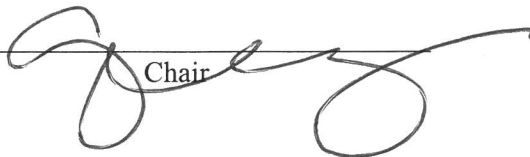
**VIII. Announcements: Next meeting.** Next meeting will be held at the end of the strategic working session on February 15, 2020. The agenda to be set by the Working Session Agenda Committee and to include lunch and an icebreaker activity to help members get better acquainted. Chair and Vice Chair will be elected during the business meeting portion of the retreat to comply with the Open Meetings Act.

**VI. Adjourn:** J. Martín moved to adjourn the meeting at approximately 1:00 pm.

Respectfully Submitted:

Sherri Brueggemann, Public Art Urban Enhancement Division Manager

Approved: \_\_\_\_\_

  
Chair

02/15/2020  
Date